Mentor-Protégé Timeline

Navy Mentor-Protégé Procedure Manual - Dec08

Processing New Agreements

Mentor completes Needs Assessment (DFARS Appendix I, Section I-106 (b)) → Mentor coordinates with NAVAIR Small Business Office (OSBP) and Program Office (PMA) → Mentor & Protégé develop Agreement (DFARS Appendix I, Section I-107)) → Mentor submits Agreement to NAVAIR OSBP – due dates Feb28, May31, Aug30, Nov30

NAVAIR PMA endorses Agreement and negotiates contract modification, which can take up to 90 days → NAVAIR OSBP endorses Agreement and forwards to DoN OSBP for next due date – May31, Aug30, Nov30, Feb28 → DoN OSBP has 60 days to review/approve. If approved, DoN OSBP will forward approval letter and advise NAVAIR OSBP → DoN OSBP requests DoD funding for Agreement and sends it to sponsoring PMA

PMA issues modification to contract, adding Agreement scope, funding and Contract Data Requirements List (CDRL) → Mentor and Protégé hold kickoff meeting (recommended) → Mentor and Protoge proceed with Agreement → A → **Reporting & Reviews**

BRIEF DATE: 19 November 2009
FILE NAME: Mentor Protégé – Timeline Nov09

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Mentor-Protégé Timeline

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A Reporting & Reviews

Monthly - Mentor submits Expenditure Reports to NAVAIR OSBP, DCMA and DoN OSBP - due by 20th of each month (DFARS App I, Section I-112)

→ Monthly phonecon between Mentor and NAVAIR OSBP (recommended)

→ March – Mentor, Protégé, NAVAIR OSBP, DCMA, DoN OSBP attend DoD Mentor-Protégé Conference

March (concurrent with DoD Mentor-Protégé Conference) – Mentor and Protégé brief status to NAVAIR OSBP, DCMA and DoN OSBP at Program Management Review

→ Apr30 - Mentor submits Semiannual Progress Report to NAVAIR OSBP, DCMA and DoN OSBP for period ending March 31st

→ August – Mentor and Protégé brief status to NAVAIR OSBP, DCMA and DoN OSBP at Program Management Review

Oct30 - Mentor submits Semiannual Progress Report to NAVAIR OSBP, DCMA and DoN OSBP for period ending September 30th. This report must address entire FY

→ Yearly – Annual Performance Reviews are conducted by DCMA (DFARS App I, Section I-113), starting 9 months from Agreement start date and yearly thereafter

→ **B Annual Funding**

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Mentor-Protégé Timeline

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B Annual Funding

Mentor & Protégé satisfied with progress of agreement and agree to continue → Mentor submits Incremental Funding Request signed by both parties to NAVAIR OSBP when 90% of milestones met & 75% of funds expended → NAVAIR OSBP and PMA endorse continuance → NAVAIR OSBP submits Incremental Funding Request to DoN OSBP

If approved, DoN OSBP requests DoD funding for Agreement and sends it to sponsoring PMA → PMA issues modification to contract adding funding – requires 60 days from time of Incremental Funding Request submittal → Mentor and Protoge proceed with Agreement → Process repeats for Option Year 1 and Option Year 2

Agreement completion at end of Option Year 2 → DCMA conducts Protégé post-program review – at 13 and 25 months after Agreement completion

BRIEF DATE: 19 November 2009
FILE NAME: Mentor Protégé – Timeline Nov09

NAVAIR Public Release 09-1244, Distribution Statement A – "Approved for public release;